



**Project name:**

**Foundation for peace**

**Role title:**

**Public relations executive**

**CRB/POCVA disclosure:**

This placement would require:

- NO DISCLOSURE
- STANDARD DISCLOSURE
- ENHANCED DISCLOSURE
- REFERENCE

**Responsible to:**

CHIEF EXECUTIVE

**Purpose:**

To support the Foundation in raising its profile nationally through relevant media including online media and social networking sites.

**Skills/personal attributes:**

You should be a confident and literate person with excellent oral and written communication skills. Experience of working with the media is essential. Knowledge of the use of online media for fundraising would be of benefit.

A self starter who is capable of working to tight deadlines and under their own initiative.

**Training & support:**

Day to day support will be provided by the Chief Executive.

**Location:**

The Peace Centre, Tim Parry Johnathan Ball Young Peoples Centre, Peace Drive, Great Sankey, Warrington, WA5 1HQ.

**Day/times:**

One day per week.

**Key tasks & activities:**

- To identify draft and distribute press releases about the Foundations' successes.
- To identify opportunities for online promotion of the Foundation's successes and draft material for such promotion.
- To identify opportunities for fundraising through online media including social networking sites e.g. Twitter and work with the Chief Executive to draft and manage material for these sites.

Please contact Lynn Hitchen on 01925 581 231  
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